



Phil Bredeesen
GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF HUMAN RESOURCES
FIRST FLOOR, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0635
(615) 741-2958

Deborah E. Story
COMMISSIONER

June 16, 2008

[Mr/Ms]. [First Name] [MI]. [Last Name]
[Street]
[City], [State] [Zip]

RE: VBP Notification Letter

Dear [Mr/Ms]. [Last Name]:

I am writing to inform you that you are eligible to participate in the State of Tennessee Voluntary Buyout Program ("VBP"). Details about the VBP and its provisions can be found in the materials included with this letter. I encourage you to review the contents of this packet thoroughly. The VBP represents a unique opportunity for those employees who feel it is the right time for them to leave state government to pursue other opportunities or continue their education or training. Participation in this program is voluntary and you should consider the program carefully before making your decision.

The enclosed materials include:

- ☐ Program document, State of Tennessee Voluntary Buyout Program
- ☐ Attachment I: Application Form
- ☐ Attachment II: The State of Tennessee Voluntary Buyout Program Group Waiver and General Release Agreement (the "Waiver and Release Agreement")
- ☐ Exhibit A to the Waiver and Release Agreement which contains the ages and job titles of the eligible and ineligible employees in your organizational unit
- ☐ Voluntary Buyout Program Employee Resources
- ☐ Return envelope addressed to the State of Tennessee Department of Human Resources

In addition, we have preliminarily calculated your projected cash benefit under the VBP, as shown below:

[First Name] [MI]. [Last Name]		VBP PROJECTED CASH BENEFIT CALCULATION	
Monthly Salary:	[Salary]	Base Salary Payment: (Salary as of 6/2/2008 times 4 months)	[Total Salary]
Service Years:	[Service]	Service Payment: (Service Years as of 6/30/2008, rounded up times \$500)	[Buyout Amt]
Longevity Years:	[Longevity]	Longevity Payment Advance: (Advanced Longevity Payment for FY 08-09)	[Longevity]
		[Ins Message]	[Ins]
		TOTAL:	[Total]

Please note: This is a projected calculation of your cash incentives based on information contained in the State's Human Resources Information System as of June 2, 2008. If you think that any of this information is in error, please contact the call center at (615) 253-9980 or (866) 252-7954 as soon as possible. If there is a difference between an explanation or calculation in this cover letter and the program document, the terms of the program document will control.

In addition to the cash payments shown in the calculation table above, participants will also be eligible for:

- ☐ Medical and tuition benefits as detailed in the enclosed program document, as well as
- ☐ Payment for all accrued, unused annual leave and compensatory time.

Please also be aware of the following deadlines and key activities associated with the VBP. More information on each activity can be found in the enclosed VBP program document.

APPLICATION PERIOD	
June 16, 2008 to August 5, 2008	<input type="checkbox"/> Participate in Information Sessions (optional) <input type="checkbox"/> Submit Application Form No Later Than 8/5/08 <input type="checkbox"/> Submit Revocation of Application Form (if desired; optional) no later than 8/5/08
REVIEW OF APPLICATIONS BY STATE	
August 11, 2008	<input type="checkbox"/> Applicants Notified of Acceptance on or about 8/11/08
VOLUNTARY SEPARATION AND INCENTIVE PAYMENTS	
August 15, 2008 to Sept. 15, 2008	<input type="checkbox"/> Voluntary Separation Date 8/15/08 <input type="checkbox"/> Signed Waiver and Release Due on Voluntary Separation Date 8/15/08 <input type="checkbox"/> Submit Revocation of Waiver and Release (if desired; optional) 8/22/08 <input type="checkbox"/> Payment of Cash Incentives to All Participants with Signed, Unrevoked Waiver and Release Agreements by 9/15/08

Please note: Earlier Voluntary Separation Dates may be available for eligible employees who are also retirement-eligible. Please see the program document for additional details. The Tennessee Consolidated Retirement System will provide additional information concerning your options.

If you have questions concerning the VBP, the State has established a call center to answer your questions. The phone number is (615) 253-9980 or toll-free (866) 252-7954. A representative of the State will be available to answer your questions during the hours of 7:00 a.m. to 7:00 p.m. Central time on weekdays and 9:00 a.m. to noon Central time on Saturdays starting June 16, 2008. In addition, there will be informational meetings held throughout the State for employees who are eligible for the VBP. Please see the enclosed flyer entitled "State of Tennessee Voluntary Buyout Program Employee Resources" for more information about these informational meetings.

I thank you for your service to the State of Tennessee and encourage your careful consideration of this offer.

Sincerely,



Deborah E. Story, Commissioner
Department of Human Resources

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